



DEPARTMENT HR LIAISON WAGE EQUITY REVIEW CHECKLIST

1. Determining whether you need to create a wage equity sheet

- Wage equity sheets must be prepared for all employees except for the following:
 - non-union employees
 - temporary employees (including those appointed to term or permanent positions)
 - employees who are being hired into job classes for which you will offer the minimum salary for the grade
 - employees who are being hired into job classes where there are no similarly situated incumbents
 - employees who are noncompetitively transferred or promoted into a job class

2. Update your master wage equity sheet

- Run a BI tool position dashboard report to confirm that all incumbents are entered on the wage equity sheet.
- Consult prior wage equity sheets to ensure that the “Area of Consideration” field is accurate.
- Ensure that all incumbents’ salaries are accurate on the wage equity sheet.
- Update years and months of relevant experience columns for all incumbents using approved OHR wage equity sheets
- Update the notes section to include additional information and to explain how relevant incumbent information was calculated, and any credited experience discovered during the candidate’s background check/interview that is not documented on the resume.
- Highlight all incumbent data rows and sort these rows by salary/FTE salary in ascending order, then by years of relevant experience, and then by months of relevant experience.

3. Add the candidate’s data to the wage equity sheet

- Review the candidate’s resume and other relevant documents for relevant experience, education, training, and skills.
- Add the years and months of relevant experience to the wage equity sheet.
- Find the incumbents who have the next higher and the next lower total relevant experience, relative to the candidate.
- Insert a new row in between these incumbents.
- Enter the candidate’s data (except salary column) into the newly inserted row then highlight or bold the candidate’s row.
- Enter the candidate’s starting salary. It should be an amount between the two incumbents’ salaries.

4. Send wage equity sheet to your assigned OHR Recruitment and Selection Specialist

5. OHR reviews wage equity sheet

- If there is wage disparity between the candidate and an incumbent on the wage equity sheet, OHR Classification and Compensation will notify via email the HR Liaison and copy the Recruitment and Selection HR Specialist. OHR will present the options on how to restore wage equity. The department HR Liaison will explain how the department intends to restore wage equity.
- If there are no discrepancies or after a resolution has been explained, OHR Classification and Compensation will issue a final decision to the Recruitment and Selection HR Specialist and to the hiring department HR Liaison.
- Update the master wage compression sheet per OHR final decision.

6. Applicant is hired